

## **Habilitation Transfer from the Department of Rehabilitation to the Department of Developmental Services Frequently Asked Questions (FAQs)**

### **Habilitation Services**

- **What productivity level is required?**
  - No regulatory productivity level is required, however services are intended to assist each consumer to raise his or her individual productivity level to the highest level obtainable.
- **What habilitation services are available for individuals between the ages of 16-18?**
  - Per WIC Section 4852 (a), Habilitation services are restricted to consumers 18 years of age or older.
  - While in school, students may be provided school-to-work services that can include employment goals and may include services through the Department of Rehabilitation, such as the Transition Partnership Program (TPP).
- **Will the process change on notifying when a group is approved?**
  - Yes, DDS in consultation with the vendoring regional center will be responsible for approving groups and changes to existing groups based on information provided on form DS 1962, Request for New SEP Groups or the DS 1963, Request for Approval of SEP Group Changes.
- **Who will be responsible for notifying Senior Vocational Rehabilitation Counselors when there are rate changes for WAPs?**
  - The Department of Developmental Services will provide the rate list to the Department of Rehabilitation's central office.
  - The Department of Rehabilitation will disseminate rate lists to the Senior Vocational Rehabilitation Counselors.
  - The rate for SEP is set in statute.
- **How does Habilitation Work Activity Program growth compare to Habilitation Supported Employment Program growth?**
  - Work Activity Program growth is slower than Supported Employment Program growth.
- **Will client referrals slow down . . . without effective marketing by the agencies themselves?**
  - The Department of Developmental Services does not anticipate a change in the rate of referrals being made by regional centers. Regional centers are the primary referral source currently and that will not change after July 1, 2004.

- **Will the Department of Rehabilitation and regional centers both be responsible for Vocational Rehabilitation/Work Activity Program/Supported Employment Program funding to agencies? Who will provide on-going Vocational Rehabilitation/Work Activity Program funding once client is closed?**
  - No, All Vocational Rehabilitation services will be funded by the Department of Rehabilitation. The regional center will fund all Habilitation extended services.
  - There are no VR services available when the VR case is closed.
  - For more detail see the PowerPoint Presentation entitled Department of Rehabilitation Coordination of Services posted on the DDS website at <http://www.dds.ca.gov/>.
  
- **Who will be monitoring the agency's performance, as it pertains to Vocational Rehabilitation/Work Activity Program/Supported Employment Program services?**
  - The Department of Rehabilitation will continue monitoring Vocational Rehabilitation services.
  - Regional center and DDS will jointly monitor habilitation services.
  
- **Who refers consumers to vocational rehabilitation services, and at what point is it offered?**
  - The vendor generally provides information to the regional center, who is responsible for making all referrals to VR.
  - If there is no vendor, the regional center will make the referral as appropriate as determined by IPP team.
  - Consumer's who self-refer will need to request that the regional center submit the referral form (DS 1968) to VR.
  
- **Before services were authorized for a consumer in supported employment, the DR20 was completed and a copy of an SE4 was requested for verification of Habilitation eligibility. Will there be an equivalent procedure, and who will be contacted for that information?**
  - The new referral form DS 1968 will replace the DR20 that will be sent by the regional center to VR or service provider.
  - Note: the SE 4 has been obsolete for several years.
  
- **Will there be any way to access habilitation clients eligibility as a backup through Habilitation Computer System when the program is transferred to the Department of Developmental Services?**
  - No. The Habilitation Computer System will no longer be utilized except to update late billing for services provided by DOR.
  - The data will not be updated or maintained after July 1, 2004.
  - Authorization of extended (habilitation) services for a consumer is included on the referral form DS 1968.

- **Will the Senior Vocation Rehabilitation Counselors (SVRC) with Supported Employment Program/Work Activity Program consumers continue to complete Notice of Transition to Extended Services, Notice of Vocational Rehabilitation Case Closure, and Vocational Rehabilitation-Work Activity Program Notice of Action forms?**
  - Yes. Submit them to the regional center with the effective date of service.
- **How are referrals made to a Work Activity Program?**
  - The regional center service coordinator makes the referral and authorizes the Work Activity Program Purchase of Service.
- **What will the procedure be for authorizing Work Activity Program services? Who will be responsible for that process? Will funds from the Department of Developmental Services be allocated to each of the regional centers, to be authorized the same way they do currently?**
  - The regional center authorizes Work Activity Program services and will be responsible for funding habilitation services.
  - Yes, funds will be allocated the same way.
  - A flow chart identifying the procedure for authorizing habilitation services is located on the DDS Website under Habilitation Training Materials.
- **Will consultation services with the habilitation specialist be available to check on the habilitation status of a client?**
  - No. The DOR habilitation specialists will no longer be available effective July 1, 2004. However, the DDS community program specialist is available for consultation.
- **Who will have responsibility to review the appropriateness of the individual being referred for services?**
  - The appropriateness of the supported employment referral is determined by the Senior Vocational Rehabilitation Counselor.
  - The appropriateness of the work activity program referral is determined by the service provider.
- **Who will be responsible for “certifying” the individual’s eligibility for habilitation services?**
  - The DS 1968 signed by a representative of the regional center will verify the availability of ongoing funding.
- **Will certification of the availability of extended services be needed given the fact that the referral originates from and will be funded through the Department of Developmental Services regional center system?**
  - Certification for extended services (habilitation) is only applicable if the referral is for VR funded supported employment. DOR will still need verification via the DS 1968 referral form that funding source for extended services will be available.

- **Who will the contacts be at the local levels?**
  - DDS is compiling a Habilitation Services Interagency contact list that will include DDS, DOR and regional center contact information. The list will be posted to the DDS website.
  
- **Will the future cost statement process correct current inequities that penalize facilities and hurt clients? Namely, the daily rate declines as clients' productivity increases (needs to be eliminated); there is a penalty for having non-habilitation clients working in base programs.**
  - As of the transfer the Department of Developmental Services is adopting the current rate setting methodology. In the future, the Department of Developmental Services anticipates reviewing the rate setting methodology in conjunction with stakeholder organizations.
  
- **Is it possible to obtain an organizational chart that will be in place under the transfer. It will help to know who does what. It will be really helpful for us (regional centers) to understand who does what and what we should send to them, etc.**
  - DDS has compiled an interagency contact list which will be posted to the DDS website. An agency roles and responsibilities table is posted on the DDS website, Habilitation Services, Training Materials.
  
- **Who is contacted if an agency wants to start a new supported employment group? Also, what are the timelines for starting a group? There is concern regarding this issue as the job depends on filling the positions quickly.**
  - There is a New Group Approval Request form (DS 1962) this needs to be completed and sent to the DDS Community Program Specialist II (CPS II) for review, consultation with the regional center and approval. DDS expects the turnaround time to be short (same day if possible). If the CPS II is not available send the form to the CPS II supervisor.
  
- **Who is eligible for Habilitation services?**
  - A regional center consumer who is 18 years of age or older, is requesting paid work and once referred the service provider is able to assist the consumer to meet the consumers employment goals.
  
- **How long will a consumer receive Habilitation Services?**
  - Habilitation services shall continue as long as satisfactory progress is being made toward achieving the objective of the Individual Habilitation Service Plan, as long as these services are determined by the regional center to be necessary:
    - ◆ To maintain the individual at their highest level of vocational functioning,
    - ◆ To prepare the individual for referral to vocational rehabilitation services, or
    - ◆ As long as a vendor is able to meet the vocational needs of the consumer.

- **On what basis will a determination be made as to the appropriateness of the referral (Habilitation)?**
  - When a referral for habilitation services has been made and if the individual is placed in a work activity program, he or she shall be deemed presumptively eligible for a period not to exceed 90 days.
  - During the period of presumptive eligibility
    - ◆ The work activity program will determine they have the services, environment and expertise to meet the consumer's vocational goal.
    - ◆ The work activity program shall submit a work-skills evaluation report to the regional center. The work-skills evaluation report shall reflect the performance of the consumer in all of the following areas and will be utilized to determine the appropriateness of the referral:
      - Appropriate behavior to safely conduct him-self or her-self in a work setting.
      - Adequate attention span to reach a productivity level in paid work.
      - Ability to understand and act on simple instructions within a reasonable length of time.
      - Ability to communicate basic needs and understand basic receptive language.
      - Attendance level.

#### **New Questions Added May 20, 2004**

- **HAB -Further explanation of funding “extended services” is needed. How is the number of hours decided? Criteria used?**
  - The number of hours to authorize for extended services is determined by the percentage of Job Coach hours to the number of hours the consumer works at the time of transfer from VR services. This information is detailed in the Habilitation Training materials posted on the DDS website; [www.dds.ca.gov](http://www.dds.ca.gov).
- **HAB -How do you get the authorization number on the zero authorizations?**
  - A 'zero' authorization is like any other authorization, except that the number of units authorized and the dollar amount authorized are both set to zero. So, a 'zero Auth' will have the same numbering as other authorizations, which are automatically created when a new service auth is created.